

2006 CSIP Updates

Districts and schools will now be required and/or enabled to re-visit their CSIPs on January 25th. There are a number of reasons why a district or school may need to or want to access its CSIP.

Required reasons:

1. Schools and districts that completed a site visit during the 2004-05 school year are required to revise their CSIPs according to Chapter 12 which states: *a school or school district shall submit a revised five-year Comprehensive School Improvement Plan by September 15th of the school year following the Comprehensive site visit specified in Iowa Code section 256.11 which incorporates, when appropriate, areas of improvement noted by the school visitation team as described in subrule 12.8(4).* **These districts were waived from this requirement for one year as the DE worked to get the electronic system opened again, but must meet this requirement during the 2005-06 school year. Schools and districts that fall in this category will have access to the site on January 25, 2006 and should certify their CSIPs by September 15, 2006.**
2. Schools and districts that completed a site visit during the 2005-06 school year are required to revise their CSIPs according to Chapter 12 which states: *a school or school district shall submit a revised five-year Comprehensive School Improvement Plan by September 15th of the school year following the Comprehensive site visit specified in Iowa Code section 256.11 which incorporates, when appropriate, areas of improvement noted by the school visitation team as described in subrule 12.8(4).* **The DE School Improvement Consultant assigned to the school or district will open the site for revisions when the final site visit report is sent to the school or district and the CSIP should be certified by the school or district by September 15, 2006.**
3. Districts that make changes to funding streams on the funding page of the CSIP may trigger additional or fewer requirements, requiring further changes to their CSIPs. For example: If a district decides to access At-Risk funds in any given year they will need to check the box on the funding page and this will trigger the district to fulfill additional requirements in its CSIP in order to receive these funds. **Districts in this category will need to certify their CSIPs by September 15, 2006 to reflect such changes (This does not apply to accredited Non-public schools).**
4. Districts that will be making grade level changes (as in the case of reorganization) may need to make changes to their CSIPs and will work with their assigned DE School Improvement Consultant to make changes to their CSIPs and set a timeline for their completion.
5. Districts that are identified as SINA districts will need to complete an addendum to their CSIPs **(this does not apply to accredited non-public schools). These districts will be notified of SINA status by August of each year and will be required to complete the CSIP addendum by September 15, 2006.**

Voluntary Reasons:

1. In an effort to make the CSIP an ongoing planning document, sometimes referred to as a “living” document, a district may make changes to its CSIPs at any time during any school year, but will **NOT** certify it until it meets any of the above- mentioned “required reasons”.

Porting: schools and school districts may choose to carry over or “port” their last CSIP and make changes and revisions to this work if a substantial portion of their CSIP will remain the same.

OR

Starting from scratch: schools or school districts may choose to begin the entire CSIP process from “scratch” or with a blank copy if there are substantial revisions needed. **If a school or school district chooses to start from scratch it will NOT be necessary to place the special characters needed for making changes around the text because it will be essentially starting from the beginning again.**

Instructions

“Porting” or transferring information from year to year

NOTE: Districts **MUST** be sure they are working in the **correct school year** before beginning the process of porting or transferring information from year to year. **Check the dropdown menu in the upper left hand corner of the screen to be sure you are working in the correct or current year.**

Districts will be porting information from the previous years' CSIP unless they choose to start from scratch to complete the requirements above.

These instructions are also included on the CSIP website:

Port Over a Set of Existing CSIP Answers; OR, Start From Scratch

Once these decisions are made and the Submit Selections button is clicked, it CANNOT BE UNDONE!

ONLY the person authorized to Certify the CSIP can port data or start from scratch.

PORTING EXISTING ANSWERS	STARTING FROM SCRATCH	AVAILABLE CSIP's AT ANY ONE TIME
<ul style="list-style-type: none">• After porting over <u>prior-year partial data that is not State certified</u>, the prior-year-uncertified data <u>is deleted</u>.• After porting over <u>prior-year State certified data</u>, the prior-year-certified data <u>remains intact</u>.• After data is ported, prior-year State certified CSIP data can no longer be modified and the State cannot change the certification.• The only time the district can't edit the CSIP is if the readers or consultants are reviewing it. This leaves districts unrestricted the rest of the time, even during a scheduled site visit.• A district cannot port data to a future school year if a site visit is scheduled in the current school year and the site visit is not completed.	<ul style="list-style-type: none">• After starting from scratch, <u>the prior-year's partial data that is not State certified is deleted</u>.• After starting from scratch, <u>prior-year State certified data remains intact</u>.• After a new CSIP is started from scratch, prior-year State certified CSIP data can no longer be modified and the State cannot change the certification.• The only time the district can't edit the CSIP is if the readers or consultants are reviewing it. This leaves districts unrestricted the rest of the time, even during a scheduled site visit.• A district cannot start a new CSIP in a future school year if a site visit is scheduled during that year and is not completed. Example: if the school year is 2005-2006, and the site visit is due 2005-2006, then a CSIP cannot be started in 2006-2007 until the CSIP for 2005-2006 is certified.	<ul style="list-style-type: none">• The 2004-2005 CSIP's cannot be deleted, whether they are state certified or not.• There will always be a minimum of three CSIP's available:<ol style="list-style-type: none">1. State Certified, as years pass these will accumulate.2. In Progress, there will never be more than one partial working copy.<ul style="list-style-type: none">• Certification of the CSIP is required after a site visit.3. Baseline, there will never be more than one baseline, and it is a copy of most current State-certified version (available for multiple certification loops — so that prior answers can be compared to new answers).

REMEMBER, no matter which method is used, text can be copied from any file or screen and pasted into the text box on the CSIP Questions web form.

Districts will be required to make selections on the status page before making any changes to the CSIP.

Port Existing Answers <input checked="" type="checkbox"/> Start from Scratch	Indicate Method for Starting this School Year's CSIP Answers <ul style="list-style-type: none"> • Port over a complete set of a prior year's answers <u>all</u> CSIP web forms, excluding the CSIP Contact information. • DO NOT port over a complete set of a prior year's answers <u>IF</u> you previously answered each major question category holistically (4 questions) and now plan to answer the 15 sub-questions, individually, within each major question category. INSTEAD, select to Start from Scratch. • Start from 'scratch' with all new answers. This might be appropriate where multiple districts are merged. Don't forget... if past data exists, it is still available for review.
<input type="checkbox"/> Grade Level Changes <input type="checkbox"/> Funding Changes <input type="checkbox"/> Maintain/Update CSIP	Indicate Purpose of CSIP Additions/Revisions <ul style="list-style-type: none"> • Indicate the purpose of changing the CSIP by using the checkboxes to the left. • At a minimum the Maintain/Update choice must be selected. <p>When Making Grade Level Changes Districts will work with the DE Consultant assigned to their AEA for determining a timeline for CSIP certification.</p> <p>When Making Funding Changes The CSIP certification process must be completed within 30 days of changing a funding selection.</p> <p>When Selecting Maintain/Update ONLY CSIP certification is not required, unless the selection is made due to a site visit.</p>
<input type="button" value="Submit Selections"/>	Submit Final Selections AFTER making checkbox and radio button selections, above, click the <u>Submit Selections</u> button to finalize the choices made.

Advice: Districts are advised to complete the text they wish to input into the CSIP electronic system in a word processing program and then copy and paste this information into the system where appropriate because the system does time out and unless the district has pushed the update button information can be lost. The update button acts as a save button.

Advice: Districts will have a choice again to either answer the four broad CSIP questions or the Questions with sub questions and will be able to port over and switch from the sub questions to the four major questions. If a school or district chooses to go from the four major questions format to the sub questions the screen will require starting from scratch because it cannot determine where the answers fit or break down into sub questions.

Instructions emailed at an earlier date are included again as a reminder for districts regarding how changes are made to existing CSIPs :

Directions for updating or correcting CSIP responses:

1. Log on to the CSIP website using your BEDS login and password. <https://www.edinfo.state.ia.us/securelogin.asp>
2. You will see the Status section. The text section (e.g. sub questions) containing non-compliance issues are highlighted in yellow after the state has approved your changes, but found non-compliance.

3. Click one of the white question or sub question boxes to go to the appropriate section of the CSIP you wish to change.

If the state has approved your changes, but found non-compliance, specific non-compliance issues/codes are

listed below the district/schools text entry box.

4. After reviewing NC issues/codes, enter corrections to your original response in the text box.

5. Changes made to CSIP content must be designated using the following special character sets to indicate changes unless you are beginning from “scratch”:

(< (opening parenthesis with less-than sign) is used to start your change

>) (closing parenthesis with greater-than sign) is used to end your change

For example: (<correction to non-compliance>)

Highlighting will appear as blue type that is underlined. The NC codes will still appear bolded, even if they are within the highlighted area.

6. After entering corrections, click “update” to save the changes.

7. After all changes are completed navigate to the Status page. In the far right column select the “verify” button.

8. After all questions are verified navigate to the Certify section and select the “certify” button.

Please note: Funds connected to special program areas (e.g., Title IV) cannot be released until the related non-compliance issues are corrected by the district and certified by the state.

[*Districts may always utilize the help menus provided on the website for additional assistance on a topic.](#)